

After School Personnel Qualifications and Responsibilities

This chart outlines the personnel roles and responsibilities needed for effective program operation. COA recognizes that the job titles used in your program may vary from the titles listed below. When this is the case, the responsibilities assumed by personnel will determine the qualifications required. Accordingly, please choose the job description that most closely matches the job title used in your program. For example, if your program uses the term “Group Facilitator” instead of “Group Leader,” you should be prepared to demonstrate that the Group Facilitator meets the same qualifications as would a Group Leader.

We also realize that in some programs, one person may assume the responsibilities of more than one position. When this happens, the person should meet the qualifications required for the highest level of responsibility. For example, if the same person acts as both the Site Director and the Senior Group Leader, he or she should meet the qualifications for the Site Director.

Finally, we also understand that some programs may not have all of the positions listed below. However, every program must have at least one person who is a qualified Program Administrator. Further, if there are more than thirty children in your program, there must also be one person who is qualified as a Senior Group Leader.

Personnel Title	Personnel Responsibilities	Minimum Qualifications Options
Program Administrator	<p>Overall direction of the program:</p> <ul style="list-style-type: none"> • developing program mission, goals, and policies • program implementation and evaluation • administration, including fiscal management • organizational development, including management of human resources 	<p>1. Experience: one year; Education: BA in related field; Professional Preparation: six credits -- child and youth development (3), administration (3)</p> <p>2. Experience: two years; Education: BA in unrelated field; Professional Preparation: twelve credits -- child and youth development (3), administration (3), other areas related to after school programming (6)</p>
Site Director	<p>Daily operations of the program:</p> <ul style="list-style-type: none"> • supervising staff • communicating with families • building relationships with the host community • overseeing all program activities 	<p>1. Experience: six months; Education: BA in related field; Professional Preparation: six credits -- child and youth development (3), other areas related to after school programming (3)</p> <p>2. Experience: one year; Education: BA in unrelated field; Professional Preparation: nine credits -- child and youth development (3), other areas related to after school programming (6)</p> <p>3. Experience: 18 months; Education: AA or two years of college in a related field or equivalent certification; Professional Preparation: six credits -- child and youth development (3), other areas related to after school programming (3)</p>
Senior Group Leader	<p>Supervision and guidance of children in the program:</p> <ul style="list-style-type: none"> • program planning • communicating with families • supervising support staff • relating to the community 	<p>1. Experience: three months; Education: BA in related field</p> <p>2. Experience: three months; Education: BA in unrelated field; Professional Preparation: six credits -- child and youth development (3), other areas related to after school programming (3)</p> <p>3. Experience: six months; Education: AA or two years of college in related field or equivalent; Professional Preparation: six credits -- child and youth development (3), other areas related to after school programming (3)</p>

		4. Experience: one year; Education: AA or two years of college in unrelated field; Professional Preparation: six credits -- child and youth development (3), other areas related to after school programming (3)
Group Leader	Supervision and guidance of children in the program under the direction of a Senior Group Leader: <ul style="list-style-type: none"> • program planning • communicating with families • supervising support staff • relating to the community 	1. Experience: none; Education: BA in related field 2. Experience: three months; Education: BA in unrelated field; Professional Preparation: three credits -- child and youth development (3) 3. Experience: six months; Education: AA in related field 4. Experience: nine months; Education: AA or two years of college or equivalent; Professional Preparation: three credits -- child and youth development (3) 5. Experience: 18 months; Education: HS Diploma or GED; Professional Preparation: six credits -- child and youth development (3), other areas related to after school programming (3)
Assistant Group Leader	Supervision and guidance of children under the direct supervision of Group Leader	1. Experience: none; Minimum age: 16

Guiding Definitions: The following terms are intended to help you interpret the “After School Personnel Qualifications and Responsibilities” Table.

Courses in Administration: This includes courses in areas including, but not limited to: Human Resources Management, Fiscal Management, Organizational Development, Strategic Planning, Marketing, and Community Development.

Courses in After School Programming: This includes courses in areas including, but not limited to: Health and Safety, Developmentally Appropriate Practices, Group or Individual Guidance, Community Service and Service Learning, Working with Families, Community Outreach, and Planning Activities.

Courses in Child and Youth Development: This includes courses that focus on development during middle childhood and adolescence.

Credits: These are credits for post-secondary coursework. They may be earned through college classes, technical/vocational classes, or community-based trainings or workshops. Each credit represents approximately 15 hours of participation in a course.

Experience: Related experience includes work with school-age children or youth in a setting similar to that of an after school program. Settings may include, but are not limited to: recreation centers, child care homes or centers, camps, schools, fine arts programs, or social service agencies. One year experience means full time (2,080 hours of work). The total number of hours can be from a combination of positions.

Professional Preparation: This is formal post-secondary training directly related to school-age care.

Related Field: This includes majors in areas including, but not limited to: education, youth studies, child development, recreation, and family social sciences.